

## HUMAN RESOURCES GENERALIST

FLSA CODE: E

JOB CODE: 1230

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs professional and difficult technical work implementing and participating in a variety of specialized activities in the city's Human Resources Department; does related work as required. Work is performed under the general supervision of the Human Resources Director.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS

**Interpreting and explaining city policies and benefit programs to employees, retirees, citizens, and other Human Resource departments in other jurisdictions; managing employee benefit programs; managing employment process for non-exempt positions; managing worker's compensation program; managing and maintaining employee computerized database; coordinating and composing an integral portion of the monthly employee newsletter; managing all employee recognition programs.**

Administers automated personnel database, providing necessary reports and information.

Researches, implements and/or updates special programs such as Random Drug Testing, Bloodborne Pathogens, computer training and new benefit plans as assigned.

Develops, organizes and implements employee training and development programs

Composes advertisements and job announcements, screens applications, and assists in employment interviews for non-exempt positions.

Provides benefit information and counseling to employees and retirees and responds to related questions.

Serves as technical support to other departments for the city's human resources programs, policies and procedures.

Represents the City on the Northern Virginia Employees Assistance Consortium Board of Directors as intermediary for employees and the Employee Assistance Provider.

Manages police officer physical examination program, including follow-up reports.

Researches and compiles data for annual budget preparation.

Performs related tasks as required.

### REQUIREMENTS/EDUCATION/EXPERIENCE

Graduation from a college or university with major course work in human resources or related field and at least three years experience in benefits administration; experience in operation of Human Resources Information System; specialized knowledge of the philosophies, principles and practices of public personnel administration and the organization and administration of municipal government; demonstrated ability to present ideas effectively to departmental officials, supervisors and associates, prepare and maintain detailed and technical records, to research, collect, organize and analyze data, and to prepare technical reports and recommendations and to handle all programs independently. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.